

RULES & REGULATIONS FOR THE DOWNTOWN RECREATION CENTER GYM

GENERAL:

The Downtown Recreation Center is a Non-Smoking City facility.

Facility Hours: Monday – Friday, 8:00 a.m. – 6:00 p.m. Summer Hours: Monday – Friday, 8:00 a.m. – 5:00 p.m.

Rental Hours: Sunday- Friday, 8:00 a.m.-10:00 p.m.; Saturday, 8:00 a.m. - 11:00 p.m.

Closed on Holidays

PREPARATION TIME: Entry of person making reservation to the facility prior to guest arrival.

EVENT TIME: Upon arrival of guests, event time shall begin and continue through contracted hours.

CONTRACTED TIME: Is the total of preparation time, event time and clean-up time. **Initials:** _____

CLEAN-UP TIME: Clean-up time is a minimum of one half hour following the departure of guests from the facility. The PATRON is responsible for leaving the gym clean and free of debris **Initials:** _____

GYM RULES: All patrons must wear closed toed shoes at all times in the gym, no black soled shoes allowed. No food or drinks allowed in gym (including water). **Initials:** _____

PARKING: There is absolutely no loading, unloading, or parking in any area other than marked parking stalls. Vehicles can not be left in parking lot over night CMMC: Sec 12-18; 12-23; 12-26 **Initials:** _____

RENTAL DEPOSITS: All rental deposits are in addition to rental fees and are refundable after the rental, provided patron is out of the facility on time, clean up has been done properly and there has been no damage to facility and furnishings. If any of the above requirements have not been met, an appropriate amount of the rental deposit will be retained. Any group using the Downtown Recreation Center will be invoiced any additional cost over the deposited amount, for loss or damage to equipment. **Initials:** _____

A check from the City of Costa Mesa Finance Department will be mailed to the patron's address approximately three (3) weeks following the event.

NOTICE OF CANCELLATION/TRANSFER AND FEE INCREASES: All cancellations must be made in writing for a rental refund consideration. Refunds are subject to a \$20 CANCELLATION FEE. Cancellation requests made less than TEN (10) business days prior to the event shall result in forfeiture of rental deposit. All facility rental fees are subject to change. A \$20 TRANSFER FEE will be charged to move a scheduled date, subject to availability. **Initial:** _____

The City reserves the right of cancellation with NINETY (90) day notice. If a cancellation is necessary, notice will be given as far in advance as possible, but not less than ninety days, barring unforeseen emergency or act of nature. Cancellation by the City will result in a full-refund. The City reserves the right to increase fees. **Initial** _____

Patron signing the contract is responsible for being present at Downtown Recreation from the beginning to the end of the event. **Initial** _____

ACKNOWLEDGEMENT:

I have received the following documents: copy of contract; general rules/regulations for facility; fees applicable for reservation. **Initial** _____

WAIVER:

I, the undersigned, do hereby agree to indemnify and hold harmless the City of Costa Mesa, and any of their officers, agents, or employees from any liability or claim or action for damages resulting from or in any way arising out of the use of the facility or equipment and will agree to abide and enforce the Rules, Regulations and Policies governing the facility as set forth by the City of Costa Mesa. Said patron will accept all responsibility for any damage to premises, furniture, equipment, or grounds resulting from use of facility.

I HAVE READ AND AGREE TO ALL THE RULES, POLICIES AND REGULATIONS FOR THE DOWNTOWN RECREATION CENTER.

Please print name (patron making reservation): _____

Please sign name (patron making reservation): _____

Date: _____

Approved:
By DRC staff: _____

Date: _____

To be completed by staff working event.

Prep Time: _____ Initial _____

Event Time: _____ Initial _____

Clean-up Time: _____ Initial _____

Permit # _____ Projected Attendance: _____